

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 91-03

Subject:

DATE: 07/31/92

Sunset Review:

SPECIAL AWARDS AND CERTIFICATES

1. PURPOSE. This directive sets forth policy, responsibilities and descriptions for awards or certificates (excluding Certificates of Graduation, Training, Completion, or Attendance) to be issued in recognition of a student's individual accomplishments during training.

2. SCOPE. The provisions of this directive are applicable to all Center Basic, Integrated Basic, Center Advanced, State and Local, and other training programs approved by the Director, under the administrative control of the Federal Law Enforcement Training Center (FLETC).

3. CANCELLATION. FLETC Directive (FD) 91-00.D, Special Awards and Certificates, dated March 26, 1986, is cancelled and superseded by this directive.

4. REFERENCES.

a. FD 10-01, Use of FLETC Bureau Seal, FLETC Insignia and Treasury Seal.

b. FD 10-09.A, Student Evaluation Policy and Procedures for Basic Training Programs.

c. FD 91-04.A, Student Evaluation Policy and Procedures for Center Advanced, In-Service, Refresher and Specialized Training Programs.

d. FD 91-00.B, Certificates of Graduation, Training, Completion, and Attendance.

5. TYPES OF AWARDS.

a. Honor Graduate of the Year Award. This Award is presented to the basic or integrated basic student with the highest academic average for the fiscal year, provided the student qualified for honor graduate status as explained in 5.b. below.

The award is made possible by an endowment to the FLETC and is presented in honor of all FLETC graduates killed in the line of duty. The award will be a firearm if the graduate is authorized to carry a firearm in the performance of assigned duties. An appropriate trophy or plaque will be awarded if the graduate is not authorized to carry a firearm in the performance of assigned duties, or if the employing agency does not approve the awarding of a firearm. The Director, FLETC, is responsible for the final decision for the recipient of the award.

(1) The recipient must have been employed continually since graduation by a Federal law enforcement agency and must have been performing law enforcement duties during that employment.

(2) The recipient's agency must concur with the recommendation that the individual receive the award. In order for the Center to determine the appropriate award, the agency must certify whether or not the individual is authorized to carry a firearm in the performance of assigned duties. If the individual is authorized to carry a firearm, the agency should also indicate their approval/disapproval of the awarding of the firearm.

(3) The following guidelines will be used to assist the Director in determining the recipient of this award:

(a) Basic Programs. The recipient must have completed a FLETC basic program of at least six weeks duration and achieved the status of "Honor Graduate", paragraph 5.b. and "Distinguished Graduate", paragraph 5.c. of this directive.

1 The FLETC "Honor Graduate" with the highest academic average will be considered for this award.

2 In the event that two or more "Honor Graduates" tie with the highest academic average, the same criteria used in paragraph 5.b. to break the tie for the "Honor Graduate" will be used to break the tie for this award.

(b) Basic Integrated Programs. The recipient must have completed a FLETC basic integrated program of at least six weeks in duration and must meet the following criteria to be considered for this award:

1 Academic Average

a The final academic average, using the percentage weight approved by the agency for written examinations (including both

FLETC and Agency examinations), will be used in determining the student's academic average.

b The final average must be 95 percent or higher for the student to be academically eligible for this award. Additionally, the student must not have been remediated in any practical exercise.

2 Firearms Qualification

a If the integrated program does not use the Center's Practical Pistol Course (PPC), then the score on the authorized PPC for the agency will be used for the PPC score.

b The PPC score must be 285 (95 per-cent) or higher for the student to meet the firearms eligibility standards for this award.

3 Physical Efficiency Battery

a A student desiring consideration for this award whose basic integrated program does not contain the Physical Efficiency Battery (PEB) may be considered by contacting the Physical Techniques Division and making arrangements to take the PEB. The PEB will be scheduled for those students during non-duty hours.

b The score on the PEB must be 475 (95 percent) or higher for the student to meet the eligibility standards for this award.

b. Honor Graduate Award (Certificate, Letter and Pin). This Award is presented to the basic student with the highest academic average in his/her class, provided the student qualified for distinguished graduate status as explained in 5.c. below. In the event that two or more Distinguished Graduates tie with the highest academic average, the following criteria will break the tie:

(1) 1st Tiebreaker - Highest score on the PPC

(2) 2nd Tiebreaker - Highest score on the PEB

(3) In the event that two or more Distinguished Graduates are still tied after the two tiebreakers, the students will receive Co-Honor Graduate Awards.
(Attachment 1)

c. Distinguished Graduate Award (Certificate and Letter). This Award is presented to basic students whose academic average on all written examinations was 95 percent or better; whose performance in every practical exercise was satisfactory without need for remedial training; who scored 475 points or better on the PEB; and who scored 285 points or better on the FLETC PPC. (Attachment 2)

d. Academic Award (Certificate and Letter). This Award is presented to the basic student with the highest academic average for his/her class. Students receiving this award whose performance in a practical exercise was unsatisfactory and required remedial training are eligible for this award but will not be considered for the Honor Graduate of the Year Award, Honor Graduate Award, or Distinguished Graduate Award. (Use appropriate certificate for specific program, Attachment 3.)

e. Firearms Awards (Certificates and Letters).

(1) A Distinguished Weapons Expert Certificate and Letter are awarded to multi-agency FITP students who achieve a score of 665-700 in combined firearms qualification consisting of:

(a) Revolver Practical Police Course (PPC) (300 possible score)

(b) Semi-automatic PPC (300 possible score)

(c) Shotgun Qualification Course (100 possible score)

(Attachment 4)

(2) A Distinguished Expert Certificate and Letter is awarded to basic and FITP students who achieve a perfect score of 300 in the FLETC, PPC. (Attachment 5)

(3) An Expert Certificate and Letter are awarded to basic and FITP students who achieve a score of 285-299 in the FLETC, PPC. (Attachment 6)

(4) A Sharpshooter Certificate is awarded to basic and Firearms Instructor Training Program (FITP) students who achieve a score of 255-284 in the FLETC PPC. (Attachment 7)

f. A PEB Certificate and Letter are awarded to basic and advanced training students who achieve a score of 475-500 on the PEB. Students attaining the maximum score of 500 will receive appropriately mounted certificates. (Attachment 8)

6. POLICY. Only the awards or certificates referred to in this directive are authorized for use in FLETC programs. All other awards or certificates developed for

use in FLETC programs must be approved by the Director, FLETC. The presentation of any award/certificate not approved by the Director is prohibited.

7. RESPONSIBILITIES.

a. Development. The Office of General Training (OGT) is responsible for the development of awards or certificates given to students in basic and Center advanced training programs in recognition of a student's individual achievements. Awards or certificates will be developed in conjunction with the Office/Division responsible for the program in accordance with the guidelines in this directive.

b. Preparation. The Program Support Division (PSD) is responsible for preparing awards and certificates for students receiving honor graduate certificates, letters, and pins; distinguished graduate certificates and letters; academic award certificates and letters; and the PEB and Firearms certificates and letters.

c. Signatures.

(1) Honor and Distinguished Graduate Certificates are signed by the Director, FLETC. (See FD 91-00.B for guidance.)

(2) Honor and Distinguished Graduate Letters and Certificates for Academic Awards are signed by the program manager responsible for the program.

(3) Sharpshooter, Expert, Distinguished Expert, and Distinguished Weapons Expert Certificates and accompanying letters for firearms are signed by the Chief, Firearms Division.

(4) PEB Certificates and accompanying letters are signed by the Chief, Physical Techniques Division.

(5) The Director, Office of Artesia and Marana Operations, (OAMO) or a designated representative, may sign those awards and certificates used at OAMO as listed in c. (2)-(4) above.

8. DESCRIPTIONS.

a. Honor and Distinguished Graduate Certificates will be the same as the regular graduation certificates with the addition of a gold seal affixed to the certificates to identify them as either Honor or Distinguished.

b. Academic Award Certificates will utilize the standard information and format shown in Attachment 3 as appropriate for the program.

c. Firearms Certificates will utilize the standard information and format shown in Attachments 4 thru 7 as appropriate.

d. PEB Certificates will utilize the standard information and format shown in Attachment 8.

9. OFFICE OF PRIMARY INTEREST. Program Support Division, Office of General Training.

Charles F. Rinkevich
Director

Attachments (8) Available from PSD